

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

GSA Business Manager Support

Our client:

A top international private bank located in Geneva,

Role & Responsibilities:

- Regulatory projects (FATCA; CRS), process improvements strategies.
- Operational risk monitoring support (risks controls), prepare weekly / monthly reports for the respective teams and managers.
- Ensure Business continuity for staff within the Sub-GMTs' Swiss location.
- Manage, coordinate and resolve Finance and internal Project topics with key stake holders throughout the Sub-GMTs' geographies (principally Singapore, Switzerland, Dubai, UK). Provide presentations and options for decision making when necessary.
- Day to day operations. Support ad-hoc requests coming for the team.
- Tracking of financial performance, and preparing presentations on team metrics/performance to ExCo/internal meetings
- Coordinate sales management: Profitability reviews, Pipelines, Prospects.
- Manage, maintain and provide financial reports, strategic analysis and presentation for the Swiss location. Finance support with key stakeholders throughout the Sub-GMT.
- Provide support on the related tools (Salesforce).
- Analyze pricing/fee reports for the Swiss location and work with local and offshore teams to ensure pricing is correct.

Profile:

- At least 2-3 years experience in the Business Management field
- Strong Excel skills
- Good communication skills (oral & written), in particular with internal clients, colleagues & business partners. Ability to develop internal networks, within the Geneva/Zurich locations, across geographic boundaries and across division of the bank.
- English: Fluent and any additional language is an asset

Required skills:

- Strong analytical & problem-solving skills with a high degree of attention to detail

Contract type: Temporary (6 Months)

Rate of activity: 100%

Starting date: 1st October 2020

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : OZ1468255886